

CITY OF AUBURN

1225 Lincoln Way Auburn, California 95603 (530) 823-4211

**UNIVERSAL APPLICATION FORM**

Information to be completed by applicant

**1. Project Information**

- a. Project Name\_\_\_\_\_
- b. Project Address\_\_\_\_\_
- c. Assessor's Parcel Number(s) \_\_\_\_\_  
(include APN pages)) \_\_\_\_\_
- d. Subdivision/parcel map lot number (include copy of map)\_\_\_\_\_
- e. Lot Size\_\_\_\_\_
- f. Gross Floor Area/Number of Lots/Units\_\_\_\_\_

- 2. Project Description** (specify the nature of the request)\_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**3. Applicant Information**

- a. Name (printed)\_\_\_\_\_ Signature\_\_\_\_\_
- b. Mailing Address\_\_\_\_\_
- c. Phone\_\_\_\_\_ Fax\_\_\_\_\_
- d. E-mail\_\_\_\_\_

**4. Property Owner Information**

- a. Name (printed)\_\_\_\_\_ Signature\_\_\_\_\_
- b. Mailing Address\_\_\_\_\_
- c. Phone\_\_\_\_\_ Fax\_\_\_\_\_
- d. E-mail\_\_\_\_\_

**5. Authorized Representative** (if other than applicant; letter of authorization to be included)

- a. Name (printed)\_\_\_\_\_ Signature\_\_\_\_\_
- b. Mailing Address\_\_\_\_\_
- c. Phone\_\_\_\_\_ Fax\_\_\_\_\_
- d. E-mail\_\_\_\_\_

I certify that the foregoing is true and correct.

Applicant/Authorized Representative

Please print\_\_\_\_\_

Signature\_\_\_\_\_ Date \_\_\_\_\_

Information to be Completed by Staff

Received by \_\_\_\_\_

Date submitted \_\_\_\_\_

APPLICATIONS			
	Type	Fee Paid	File No.
	Administrative Permit		
	Amendment		
	Annexation		
	Boundary Line Adjustment		
	Certificate of Compliance		
	Conditional Use Permit		
	Design Review Permit		
	Development Agreement		
	Environmental Review		
	Extension of Time (CD/SUB/CUP)		
	Extension of Time (LS/Development Agreement)		
	General Plan Amendment		
	Historic Design Review Permit		
	Large Family Day Care Home Permit		
	Ordinance Amendment		
	Pre-Development Review		
	Rezone/Prezone		
	Tentative Parcel Map (1-4 Lots)		
	Tentative Subdivision Map (5 <sup>+</sup> lots)		
	Tree Permit		
	Tree Permit (Administrative)		
	Variance		
	TOTAL:		

Receipt # \_\_\_\_\_

Existing Zoning Designation \_\_\_\_\_

Existing General Plan Designation \_\_\_\_\_

Existing Use \_\_\_\_\_

Completeness Letter Date \_\_\_\_\_

Environmental determination \_\_\_\_\_

Notes: \_\_\_\_\_

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## CITY OF AUBURN

### TIME EXTENSION CHECKLIST

All of the following listed items must be included when you submit your application, unless indicated otherwise or are inapplicable to your application (as determined by City staff).

**A. Tentative / Parcel Maps:**

1. One (1) completed copy of the application form.
2. Twenty five (25) copies of the approved tentative/parcel map, folded to an 8" x 11" or file folder size.
3. Two (2) sets of mailing labels must be provided with the Assessor's Parcel Numbers, names and addresses of all property owners within 300 feet of the perimeter of the subject site.
4. One (1) map designating area of 300 foot property owners.
5. The appropriate non-refundable filing fee.
6. A letter signed by the applicant authorizing representation by a person or agency other than him/herself (if this representation is intended).

**B. Use Permits / Variance / Design Review Permits:**

1. One (1) completed copy of the application form.
2. Fifteen (15) copies of the approved site plan(s), elevation(s), etc... folded to an 8" x 11" or file folder size.
3. Two (2) sets of mailing labels must be provided with the Assessor's Parcel Numbers, names and addresses of all property owners within 300 feet of the perimeter of the subject site.
4. One (1) map designating area of 300 foot property owners.
5. The appropriate non-refundable filing fee.
6. A letter signed by the applicant authorizing representation by a person or agency other than him/herself (if this representation is intended).

**NOTE: SUBMITTAL OF AN APPLICATION DOES NOT IMPLY APPLICATION ACCEPTANCE. THE STAFF WILL REVIEW THE APPLICATION AND MATERIALS WHICH WILL BE DEEMED COMPLETE AND ACCEPTED ONLY IF ALL REQUIRED ITEMS HAVE BEEN INCLUDED.**

## **CITY OF AUBURN**

### **TIME EXTENSION APPLICATION PROCESS**

<b>APPLICANT</b>	<b>Has a preliminary discussion with a staff member to discuss proposed extension.</b>	
<b>APPLICANT</b>	<b>Prepares the following:</b> <b>1. Application</b> <b>2. Additional information as required in application.</b>	
<b>APPLICANT</b>	<b>Submits all materials to Planning Department and pays application fees. After all materials are accepted as complete a public hearing is scheduled before the Planning Commission.</b>	
<b>PLANNING COMMISSION</b>	<b>Holds Public Hearing and approves or denies extension. Commission's action may be appealed to the City Council.</b>	<b>WITHIN 30-60 or final acceptance of materials unless otherwise notified.</b>
<b>APPLICANT</b>	<b>Must appeal to City Council in writing within 10 days of commission's action.</b>	<b>WITHIN 10 DAYS.</b>
<b>CITY COUNCIL</b>	<b>Will render its decision within 30 days of filing of appeal.</b>	<b>WITHIN 30 DAYS.</b>